

City of Junction City

Private Security Agency Application Packet

Any person who owns, operates, or engages in business as a Private Security Agency, Premises Security or Armed/Unarmed Private Security Officer in the city limits of Junction City must first obtain a license with the City of Junction City.

This packet includes:

- Copy of Ordinance No. 863 – Licensing of Private Security Agencies
- Private Security Application

What to do, if you would like to apply for a Private Security Agency Permit:

1. Please read Ordinance No. 863.
2. Submit a **completed** application form, application fee of \$250.00, and copies of Department of Public Safety Standards and Training certifications for each employee that will be working under the Private Security Agency permit to the City Recorder or designee.
3. You will be notified by phone of license approval. Processing generally takes from 4 to 7 days.

For additional information, please contact City Recorder Kitty Vodrup at 998-2153

CITY OF JUNCTION CITY
680 Greenwood
PO Box 250
Junction City OR 97448
Phone: 541-998-2153
Fax: 541-998-3140



ORDINANCE No. 853

Private Security Agencies

AN ORDINANCE MAKING PROVISION FOR THE LICENSING OF MERCHANT POLICE AGENCIES AND EMPLOYEES IN THE CITY OF JUNCTION CITY.

The City of Junction City does ordain as follows:

Section 1. Definitions. As used in this ordinance, unless the context requires otherwise:

(A) **Private Security Agency** means an individual, corporation, association, firm or partnership engaged in the business of watching, guarding or protecting premises, property or persons, and who employs one or more security officers.

(B) **Unarmed Private Security Officer** means an individual engaged in the occupation of watching, guarding, protecting premises, property or persons, who does not carry or have firearms in his or her possession while so employed.

(C) **Armed Private Security Officer** means an individual engaged in the occupation of watching, guarding, protecting premises, property or persons whether he or she is self-employed, employed by a private security agency, or employed with a business for the purpose of premises security, which carries or has firearms in his or her possession, while so employed.

(D) **Premises Security** means an individual, corporation, association, firm or partnership employing individuals to watch, guard, or protect its own premises, property or persons thereon who are solely dedicated to protecting the property or assets of the employer and who are not affiliated with a Private Security Agency.

(E) **Licensee** means a Private Security Agency, Premises Security, Unarmed/Armed Private Security Officer who holds a license issued under this ordinance in addition to licensing from the Department of Public Safety Standards and Training.]

[§1 amended by Ordinance No. 1157, passed April 11, 2006.]

Section 2. License Required. It shall be unlawful for any person to own or operate or engage in business as a Private Security Agency, Premises Security or Armed/Unarmed Private Security Officer in the city limits of Junction City without first having met licensing and requirements required by the Private Security Section of the Department of Public Safety Standards and Training.

[§2 amended by Ordinance No. 1157, passed April 11, 2006.]

Section 3. License Applications and Issuance. Every individual, corporation, association, firm or partnership desiring to obtain a license for the operation of a Private Security Agency or On Premises Security shall file written application with the City Recorder of the City of Junction City. Only one application is required for any number of employees who will be operating under certification through the City of Junction City.

(A) The City Recorder shall issue the license unless one of the following facts exists:

(1) Not all of the statements made in the application are true.

(2) Not all of the requirements of this ordinance are met.

(3) The agency has not provided all necessary documentation pertaining to each individual employed as an Armed/Unarmed Security officer showing compliance with Department of Public Safety Standards and Training requirements at the time application is submitted. This can be accomplished with providing certifications issued to the agency and its Armed/Unarmed Private Security officers by the Department of Public Safety Standards and Training.

[§3 amended by Ordinance No. 1157, passed April 11, 2006.]

Section 4. License Revocation.

(A) The license may be revoked by the City of Junction City upon any of the following events:

- (1) Failure of a licensee to comply with any requirements of this ordinance.
- (2) The learning of facts sufficient to have warranted the refusal to grant the license initially under this ordinance.
- (3) Violation of any state or local laws.

(B) The City Recorder shall notify the licensee of the facts before revocation and the licensee shall have the right to a hearing before the City Recorder before the license is revoked.

[§4 amended by Ordinance No. 874, passed September 11, 1984; and by Ordinance No. 1157, passed April 11, 2006.]

Section 5. Operating as a Private Security agency/Premise Security.

(A) No agency licensee shall operate as a Private Security Agency, Premises Security or Armed/Unarmed Private Security officer without meeting the following circumstances:

- (1) Meeting all requirements for certification and possessing certifications from the Department of Public Safety Standards and Training to operate as a Private Security agency, Premises Security, Armed/Unarmed Private security officer.
- (2) Otherwise engaged in the occupation of watching, guarding, or protecting premises, property or persons, whether he or she is self-employed, employed by a private security agency, or employed with a business for the purpose of premise security who is armed or unarmed while so employed.
- (3) Not certified in accordance with an established guideline and policy as prescribed by this ordinance.

(B) An agency licensee shall be required to provide names of all individual employees who are operating under their employer's license with the City of Junction City. In addition, the employer must provide information of any changes of employees who will be operating under this certification for said employer within 2 weeks of any change.

[§5 amended by Ordinance No. 1157, passed April 11, 2006.]

Section 6. Additional Requirements.

(A) **Identification Cards.** All licensees shall maintain in their possession the identification cards and certificates issued by the Department of Public Safety Standards and Training at all times while engaged in the occupation of watching, guarding or protecting premises, property or persons whether he or she is self-employed, employed by a private security agency, or employed with a business for the purpose of premises security who is armed or unarmed while operating within the City of Junction City.

(B) **Failure to Exhibit ID Card.** Failing to exhibit an identification card to any police officer of the state of Oregon, when requested to do so, will be grounds for suspension of the agency license issued by the City of Junction City.

(C) **Failure to Have ID Card in Possession.** In addition to any other penalty provided in this ordinance, the employee who refuses to exhibit such identification card or who does not have it in his or her possession may be cited by a Police Officer enforcing this ordinance.

(D) **Prohibition from Carrying Weapon.** Private Security officers operating within the City Limits of Junction City shall not carry any weapon unless authorized and certified through Private Security section of the Department of Public Safety Standards and Training while performing his/her duties as a security officer.

[§6 amended by Ordinance No. 1157, passed April 11, 2006.]

Section 7. Uniforms -- Badges.

(A) It shall be unlawful for any Private Security Agency, Premise Security or employee of such agency, Armed/Unarmed Private Security officer, guard or watchman or other licensee regulated by this ordinance to wear a uniform, cap, shoulder patch, badge or buttons similar in color or style to or in imitation of the official uniform, cap, shoulder patch, badge or buttons at the time in use by the Junction City police Department or Lane County Sheriff's Department. All uniforms will be distinctly different in color and use of blue or black uniforms is prohibited. All patches, badges or insignia that has the word "police" used in any manner is prohibited.

[§7 amended by Ordinance No. 1157, passed April 11, 2006.]

Section 8. Vehicles.

(A) It shall be unlawful for any Private Security Agency, Premise Security or employee of such agency, Armed/Unarmed Private Security officer, guard or watchman or other licensee regulated by this ordinance and not a member of the Junction City Police Department, Oregon State Police, Lane County Sheriff's Department, or other city police department to operate vehicles similar in color and description as marked patrol units of the Junction City Police Department. In addition, no vehicle shall display red or blue warning lights anywhere upon a private security vehicle in such a manner to be similar to any marked or unmarked Police Vehicle.

(B) All security vehicles will be plainly marked with the insignia "Security" or "Private Security" or similar in nature. No security vehicle is authorized to operate within the City of Junction City and have displayed in any location upon the vehicle the word "police".

[§8 amended by Ordinance No. 1157, passed April 11, 2006.]

Section 9. Issuance of Rules and Regulations. The City Council may issue and promulgate, from time to time, rules and regulations to provide for the health, safety and peace of the city in relation to the Private Security business. Such rules may pertain by way of example to the duties of licensees, manner of conduct of Private Security businesses and reports to be furnished to the City Recorder, Chief of Police, or to those by whom individual licensees are employed.

[§9 amended by Ordinance No. 1157, passed April 11, 2006.]

Section 10. Compliance With Oregon Law. All licensees and Armed/Unarmed Private Security Officers shall comply with Oregon law and requirements set by the Department of Public Safety Standards and Training.

[§10 amended by Ordinance No. 1157, passed April 11, 2006.]

Section 11. Fees. All Private Security agencies or Premise Security employers shall be required to pay to the City Recorder as follows:

Private Security Agency (application fee)	\$250.00
Premise Security employer (One time fee)	\$250.00

Premise Security Employers: must pay the one time fee. Individual employees do not have to pay fees.

Private Security Agencies: a fee of \$250 shall be paid on an annual basis to the City of Junction City.

[§11 amended by Ordinance No. 1157, passed April 11, 2006.]

Section 12. Exemptions.

(A) Private Security Agencies, as devinded in Section 1(A) of this ordinance, which are currently in good standing with all applicable regulatory agencies and provide services only to business in Junction Ctiy which have continuously employed Private Security Agencies for a minimum of five years, shall be exempt from the requirements of this ordinance.

[§12 amended by Ordinance No. 1157, passed April 11, 2006.]

Section 13. Penalties.

(A) Any individual, firm, corporation, association or partnership carrying on the functions of a Private Security Agency, Premise Security agency or an Armed/Unarmed Private Security Officer without having a proper license or registration as required by this ordinance, who has been found guilty in the municipal court for such violation shall, upon conviction thereof, be fined an amount set by the municipal court for each offense and not to



PRIVATE SECURITY APPLICATION

680 Greenwood Street
Junction City, Oregon 97448
(541) 998-2153
www.ci.junction-city.or.us

☐ Premise Security ☐ Private Security Agency
(Check one that applies, refer to ordinance definition)

Reference: Ordinance 853

Security Business Name:				Business Phone Number:							
Applicant/ Business Mailing Address:				City:		State:		Business Cell/Alternate:			
Applicant/ Business Physical Address: (If different From above)				City:		State:		Other Phone:			
Applicants/ Business Owners Information: (Last, First, Middle)								Date of Birth:			
Address(Home, If same indicate same as above):				City:		State:		Zip:		Home Phone:	
Id/ Drivers License #:		State	Height:	Weight:	Hair Color:	Eye Color:	Cell Phone:		Alternate Phone:		
Describe Business and type of security provided within Junction City:											

Security Officer Information: (List all employees who will be employed or working as a security officer under this license. Applicant must provided proof that each officer meets DPSST requirements to operate as a security officer. Please provide copies of all DPSST security certificates issued to each officer who will be operating under this license. If you need additional space for officer name please attach separate page. Indicate each officer certification level by circling "A" for armed or "U" for unarmed. (Use additional sheets, if needed)

A	Security Officers Name: (Last, First, Middle)	Date of Birth:	Drivers License #:	State	Home/Cell Phone:
U					
A	Security Officers Name: (Last, First, Middle)	Date of Birth:	Drivers License #:	State	Home/Cell Phone:
U					
A	Security Officers Name: (Last, First, Middle)	Date of Birth:	Drivers License #:	State	Home/Cell Phone:
U					

Ordinance Requirements:

Do you meet these Ord
Requirements

It shall be unlawful for any Private Security Agency, Premise Security or employee of such agency, Armed/Unarmed Private Security officer, guard or watchman or other licensee regulated by this ordinance to wear a uniform, cap, shoulder patch, badge or buttons similar in color or style to or in imitation of the official uniform, cap, shoulder patch, badge or buttons at the time in use by the Junction City Police Department or Lane County Sheriff's Department. All uniforms will be distinctly different in color and use of blue or black uniforms is prohibited. All patches, badges or insignia that has the word "police" used in any manner is prohibited.

☐ Yes
☐ No

It shall be unlawful for any Private Security Agency, Premise Security or employee of such agency, Armed/Unarmed Private Security officer, guard or watchman or other licensee regulated by this ordinance and not a member of the Junction City Police Department, Oregon State Police, Lane County Sheriff's Department, or other city police department to operate vehicles similar in color and description as marked patrol units of the Junction City Police Department. In addition, no vehicle shall display red or blue warning lights anywhere upon a private security vehicle in such a manner to be similar to any marked or unmarked Police Vehicle

☐ Yes
☐ No

All licensees and Armed/Unarmed Private Security Officers shall comply with Oregon law and requirements set by the Department of Public Safety Standards and Training.

☐ Yes
☐ No

All licensees shall maintain in their possession the identification cards and certificates issued by the Department of Public Safety Standards and Training at all times while engaged in the occupation of watching, guarding or protecting premises, property or persons whether he or she is self-employed, employed by a private security agency, or employed with a business for the purpose of premises security who is armed or unarmed while operating within the City of Junction City.

☐ Yes
☐ No

I agree to the terms and conditions set by the City of Junction City and all city ordinances set forth by the City of Junction City. I further certify that under penalty of perjury that the information provided on this application is true and correct.

Applicants Signature:		Print Name and Title:		Date:	
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Office Use Only: Fee Collected (\$250.00) ☐ Annual ☐ One time only Date Application/Fee received: _____ Staff Initial: _____
Date reviewed: _____ ☐ APPROVED ☐ DENIED By Whom: _____ Title: _____